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# CHAPTER – IX

# OCCUPATIONAL HEALTH AND SAFETY POLICY

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HR | OH & SP - 2013-14 | 009



### **Objective:**

- The objective of Occupational Health and Safety Policy is to promote safety and better working culture and conditions to make “Safety a way of life in the Organization”.
- The Department is also committed to injury management aimed at the early and safe return to work of injured staff, in accordance with its legislative obligations.
- The Department is committed to regular Occupational Health and Safety consultation with staff and their representatives and, where necessary with contractors and suppliers of equipment and services, to ensure that occupational health and safety management is of the highest standard.
- The Department has a comprehensive range of strategies and programs available to staff to support their health, safety and well being and the return to work of ill or injured staff, including ensuring training and instruction is provided to staff commensurate with their roles and responsibilities to enable them to comply with this policy.
- The Department has systems and procedures in place to ensure implementation of this policy.

### **Definition:**

- “Occupational health should aim at: the promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations; the prevention amongst workers of departures from health caused by their working conditions; the protection of workers in their employment from risks resulting from factors adverse to health; the placing and maintenance of the worker in an occupational environment adapted to his physiological and psychological capabilities; and, to summarize, the adaptation of work to man and of each man to his job”.

— Joint ILO / WHO Committee on Occupational Health

### **Policy:**

- As a good corporate citizen, MMPL is committed to Safety and Health of its employees and concerned persons who may be affected by its operation.



- To achieve this commitment, it is our policy to:
  - ✓ Integrate Safety and Health measures in all our activities.
  - ✓ Comply with all applicable legal and other requirements to which the Organization subscribes.
  - ✓ Promote Safety & Health awareness amongst employees, suppliers, customers and dealers.
  - ✓ Continually improve the Safety performance through precautions besides participation and training of all employees.
  
- This policy is in accordance with the Occupational Health and Safety Laws namely The Mines Act, 1952 and Rules and Regulations framed there under; The Factories Act, 1948 and Rules framed there under; and The Dangerous Machines (Regulation) Act, 1983.

**Scope / Coverage:**

- All employees in the Organization.

**Responsibility:**

- The Board of Directors will ensure that Occupational Health and Safety responsibilities are appropriately implemented and defined and that workplace managers and supervisors receive the training and resources they need to carry out their Occupational Health and Safety responsibilities competently.
  
- HR Department is responsible for effective formulation and implementation of the Policy.
  
- Senior officers of the Departments acknowledge that they have a primary responsibility for the health and safety of those who work under their direction.
  
- All managers and supervisors have a duty to provide and maintain, as far as practicable, a working environment and conditions that are safe and without risks to health.
  
- Employees are responsible to:
  - ✓ Comply with their obligations under the Occupational Health & Safety Policy.



- ✓ Take reasonable care to ensure the health and safety of themselves, and others under their supervision at work.
- ✓ Use all provided personal protective clothing and equipment (PPE) in accordance with directions, and report when any PPE requires repair, replacement or where risk assessment indicates the need for PPE to be provided by the employer.
- ✓ Cooperate with the Department as far as necessary to enable compliance with any requirement under the Occupational Health & Safety Policy, including with any reasonable instruction or direction given by a principal workplace manager.
- ✓ Assist the Department with its Occupational Health & Safety obligations by reporting and recording all incidents (including incidents of violence or bullying) and hazards that may cause injury or illness (including damage to facilities or plant requiring maintenance).
- ✓ Participate in training arranged to support the implementation of this policy.

**Maheshwari Mining Private Limited will provide:**

- ✓ Management systems and resources to support the full implementation of this policy.
- ✓ Appropriately skilled personnel capable of efficiently and safely carrying out the work functions.
- ✓ Equipment which is designed maintained and inspected to minimize risks to health and safety.
- ✓ Adequate instruction in and supervision of the performance of work.

**Key Policy – Clause:**

- The Safety Officer shall address equipment safety and employee safety in the organization.
- One (1) pair of Safety Shoes and One (1) Safety Helmet shall be provided every year after the new employees or trainees join at sites. One (1) pair of Gumboot may be provided every 6 months at the sites on discretion of Management.



- The company also shall provide Safety Hand gloves and other Personal Protective Equipments as per the functional requirements to the employees including trainees working at site.
- The Safety Officer shall conduct regular round to the site to identify unsafe practices and notify the same for proper compliance.
- Periodically all safety means, such as fire hydrants, fire fighting equipments, etc. shall be checked and refilled.
- Mock - drill shall also be conducted on periodic basis at various locations.

Whilst it is the responsibility of management to ensure workplace health and safety, the success of this policy relies heavily on the cooperation and commitment of all personnel. All personnel have a duty to act responsibly and to do everything they can to prevent injury to themselves and others.

Each employee has no more important duty and responsibility than to ensure, within his or her capacity, that work is carried out safely and efficiently.

No task will be seen as so important as to compromise health and safety. Consideration must be given to determining a safe work method for each and every activity.

We undertake to work towards continuous improvement of occupational health and safety within all of our operations and to involve employees in occupational health and safety matters and consult with them on ways to reduce workplace hazards and improve control systems.

#### Interpretation

**Should any dispute or doubt arise as to the interpretation of these rules, the decision of the Board of Directors will be final.**

#### Changes and Modifications

**The Company reserves the Right to add / delete / modify any of the above detailed terms and clauses and subsequently the related modifications shall be intimated to the employees.**